



NW Guidelines for Applying to Department of Navy Civilian Jobs

Did you know??

- The best way to apply for jobs is to use the DoN Resume Builder at www.donhr.navy.mil
- Only one resume is necessary to submit to **Open Continuous Announcements**. After creating and submitting this resume, wait at least one business day and apply for other **Open Continuous Announcements** using [Application Express](#).
- Resumes will be considered for vacancies for one year from the date they are submitted. Applying for different **Open Continuous Announcements** with the same resume using *Application Express* does not extend this date.
- A new or revised resume to an **Open Continuous Announcement** supersedes a previous resume. The new version does not flow to the announcements previously applied to, so it is necessary to reapply to any **Open Continuous Announcement** you want to continue to be considered for. (Remember to wait at least one business day and use [Application Express](#))
- Once you are hired, or permanently promoted, your resume is no longer available for consideration. To continue to receive consideration, submit a new resume.

TO MAKE THIS WORK FOR YOU, YOU WILL WANT TO:

- ✓ Read the material available on the www.donhr.navy.mil website on how to prepare resumes.
- ✓ Keep track of the announcements to which you have applied. If you submit a new resume you will need to wait at least one business day to apply to each additional announcement that you wish to be considered for. Using [Application Express](#) is the way to do this.
- ✓ You may request to have your resume removed at any time by sending an e-mail to questions@nw.hroc.navy.mil

NOTE

You may prepare and submit unique resumes for announcements with closing dates. These unique resumes will not be used for any other announcements. Submitting unique resumes to announcements with closing dates will not affect the resume you submitted to apply for Open Continuous Announcements.

QUESTIONS:

Please send your questions to questions@nw.hroc.navy.mil